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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 35-69

8 September 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (3-70)

DATES 19-24 October 1969 (Sunday
afternoon - Friday afternoon)

LOCATION [REDACTED] 25X1A6a

OBJECTIVES To increase individual effective-
ness on the job by providing better
understanding of planning as a
managerial skill and familiariza-
tion with the Agency's overall
planning system.

FOR Unit chiefs who have a need for
better understanding of planning
methods and processes.

Staff officers who provide planning
support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION A one-week, residence (full-time)
course which provides a systematic
framework for managerial planning,
identifies and analyzes basic styles
of planning, covers selected
techniques useful in planning, and
provides an orientation on the
Agency's overall PPB system.

25X1A5a1

Developed under contract by [REDACTED] X1A5a1

this course features active learning
through pre-course work, team
problem-solving, and case study.
Formal lectures are kept at a minimum.

(Over, please)

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DOC	17	REV DATE	4 April 80	BY	025614
ORIG COMP	11	OPI	11	TYPE	30
ORIG CLASS	S	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 70-2

GROUP 1
Excluded from automatic
downgrading and declassification

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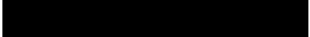
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PRECOURSE
WORK

Approximately 20 hours. Material
to be sent out on or about
Wednesday, 1 October 1969.

REGISTRATION

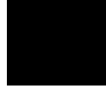
 Submit Form 73
to AIR/ISS/TR, Room 832 Glebe by
Wednesday, 24 September 1969.
No substitutions to be made
after that date because of ex-
tensive precourse work requirements.

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TRAVEL ORDERS
AND COST

Responsibility of participating
office.

ADDITIONAL
INFORMATION

On course content, call extension
 On registration, extension

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